

HOW TO OBTAIN A GSA FSS CONTRACT

Summary Checklist

Listed below are the steps that will help you get started in applying for your GSA Federal Supply Schedule contract:

- ☐ 1) Register in the Central Contractor Registration (CCR). <http://www.ccr.gov>
- ☐ 2) Identify the GSA Federal Supply Schedule that covers your product or service. <http://gsa.gov/goschedules>
- ☐ 3) Obtain a copy of the Federal Supply Schedule solicitation covering your product or service at www.fedbizopps.gov
- ☐ 4) Complete all information in the solicitation.
- ☐ 5) Submit your offer to the address listed in the solicitation.
- ☐ 6) Ensure that you meet all of the requirements to be awarded a GSA Federal Supply Schedule contract.
- ☐ 7) Negotiate with the GSA contracting officer who will contact you after evaluating your offer.
- ☐ 8) Review and verify your contract number, company name, socio-economic designation, and all other pertinent information in the Schedules E-Library upon contract award. If any adjustments are needed, contact the Contracting Officer to effectuate the change.
- ☐ 9) Upload your products/services on GSA Advantage and ensure that pertinent contractual information is consistent with the information in Schedules E-Library.
- ☐ 10) Market your products/services.

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Summary Flow-chart

